

## How to Create an AKO E-mail Account

Army Knowledge Online (AKO) provides e-mail accounts and other services to members of the Army in addition to civilians affiliated with the branch. If you are required to create an Army e-mail account for work or if you are the spouse of a service member and want to use AKO to send messages to other users, you can set up an account in less than ten minutes.

### Instructions

#### Step 1

Go to Army Knowledge Online, at [www.us.army.mil](http://www.us.army.mil). Locate the "New User" section in the middle of the page. Click on "Register without a CAC." Find your AKO account type. Army and sponsored accounts are common account types. Select the option that fits your role based on the list found beneath the different accounts. Select the option that fits your role based on the list found beneath the different accounts.

#### Step 2

Type in your information. Your Social Security number and full name are required for all account types. If you require a sponsor, ensure that she has an active Army account and that you enter her AKO email address correctly.

#### Step 3

Select a user name. According to the Army Knowledge Online website, your user name is required to be in the "first name.last name" format. You must also select a unique password. As of 2010, AKO passwords must include two uppercase letters and two numbers in addition to two special characters such as a period or exclamation mark.

#### Step 4

Sign in to your new AKO account. If you create an Army account, you will be granted immediate access. Contact the sponsor you listed if you have a sponsored account and ask him to go into Army Knowledge Online to approve you under the Sponsor Management option.